Filing to an Existing Case

After a case has been created or converted to electronic format, a registered party can file subsequent data to that case.

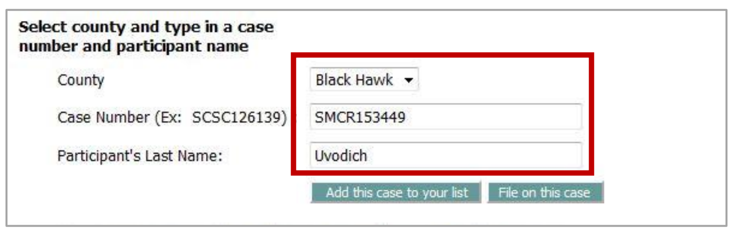
Note! Prepare documents prior to accessing an existing case.

Note! Multiple Cases can be filed on at one time. It is *important* to remember that the document must have all of the applicable case numbers included.

Searching for an Existing Case

1. Click **Existing Case**.

2. Select appropriate **County**.
3. Enter in **Case Number**.
4. Enter in **Participant's Last Name**.



5. Chose one of the following options:

   Add this case to your list – click this option to create a listing for filing on multiple cases

   File on this case – select this option to file on one case

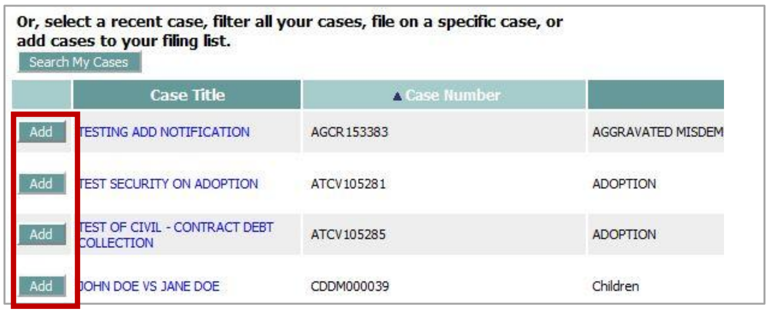
   Note! Skip to the next section – Adding a Document, if filing to one case number.

Note! Cases where the filer is an active litigant will display at the bottom the Existing Case screen.

Note! For those cases that you are a registered party to the case, click **Search My Cases** to locate a case not displayed on the page.

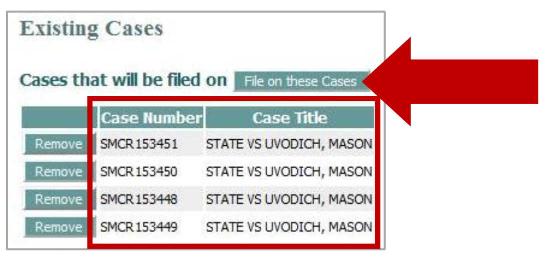
6. **Repeat steps 2 – 4** for the cases where there are multiple case numbers to file upon.

Note! For those cases that you are a registered party to the case (displayed at the bottom of the page), click **Add** to add the cases to the current filing.



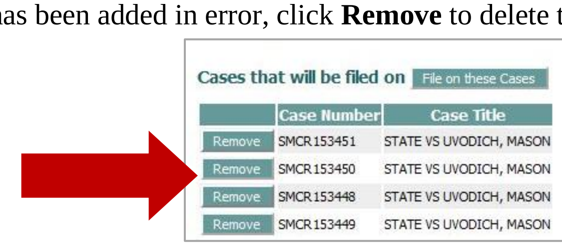
Note! Click on the **Defendant Names** column to filter the data for ease in locating specific cases. The name of any defendant or juvenile for criminal or juvenile cases should display in this column.

7. After adding the multiple case numbers, they will display at the top of the page. **Verify that this information is correct**.



8. After review, click **File on These Cases**.

   Note! If a case has been added in error, click **Remove** to delete the case from the filing package.

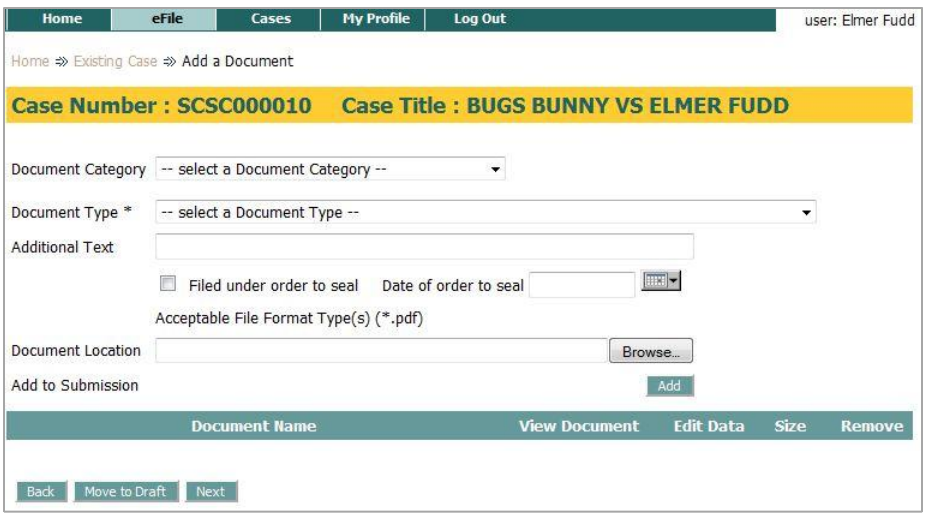


Adding a Document

Documents can be added to any existing case(s). The Case Number and Case Title will display in a yellow banner for existing cases or will display Multi Cases if multiple case numbers are selected.

1. Select a **Document Category** for the type of document to be added to the case.
   Note! If unsure of what category to select, leave this field blank.

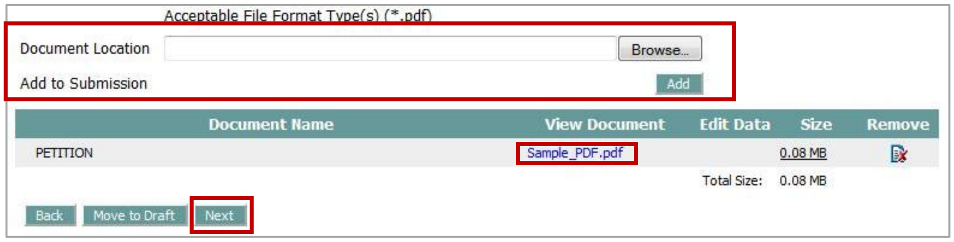
2. Select a **Document Type**.
   Note! Type the name of the document in this field to locate the **Document Type**.



3. Complete **Additional Text** if desired.
   Note! This additional text helps the clerk, judge, or other participants understand more about the document.

4. Click **Browse**.
5. **Locate the document** to attach.
6. Click Open in the system window (not illustrated).
7. Click **Add**.

   Note! A message will display while the document is uploading. For small documents this may not even be visible.



   Optional! If a document has been added in error, click the icon in the Remove column to delete the document.

8. Click the **File Name** in the View Document column to review the document loaded properly.
9. Repeat this process to add additional documents.
10. Click **Next**.

Note! Once the case has been submitted through the eFile system as Filed, each document will receive the Electronic Time Stamp.

Note! There is a 20 MB limit per document. Multiple documents can be submitted per case. Documents that exceed 20 MB may be submitted in parts to meet the size requirements. Select the category of Attachments to add parceled documents.

11. On the Review and Approve the Filling page, **verify all information** being submitted to the case is accurate and complete. Add additional information as needed (not illustrated).

    Note! If applicable, complete the **Payment Information**.

12. Click **Submit the Filing**.